

U.S. Environmental Protection Agency

Office of Pesticide Programs

Electronic Submission Guidance

**Software Settings for the
Creation of PDF Files for
Electronic Study Submission**

July 31, 2002

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This document outlines software settings for the creation of PDF versions of study reports for submission to the US EPA, Office of Pesticide Programs. Whereas focus is given to the process of creating PDF files directly from electronic source documents, some of the guidance may be applicable to the scanning and optical character recognition (OCR) process involving paper source documents. It is not possible to present detailed instructions for all of the methods of creating PDF files here. Instead, we will present general guidance covering the minimal requirements that should be applicable to most any manner of creating PDFs. Additionally, detailed instructions will be provided for what are considered the most likely options. In all cases, the instructions and examples given will be for Windows-based PCs. In the event that other operating systems are used, corresponding settings should be selected to achieve similar results.

Minimal Requirements:

When creating PDF files of the study documents, certain minimal standards must be met.

- ! There should not be any passwords required to access the file in any way.
- ! There should be no restrictions on the ability to print, copy or extract text, or add and edit comments.
- ! The file must be in PDF version 1.4 for use with Adobe Acrobat 5.0 or higher.

In addition to the minimal requirements, there are some preferred options that should be addressed if at all possible..

- PDF files should be created directly from the original electronic source document.
- The final PDF file should be tagged to allow for increased accessibility to the visually impaired. This may be accomplished by using the Adobe Acrobat Make Accessible plug-in or through the use of PDFMaker with MS Word.

For a complete list of specifications, please consult [*Specifications for Creating PDF Versions of Study Reports*](#) elsewhere on this web site.

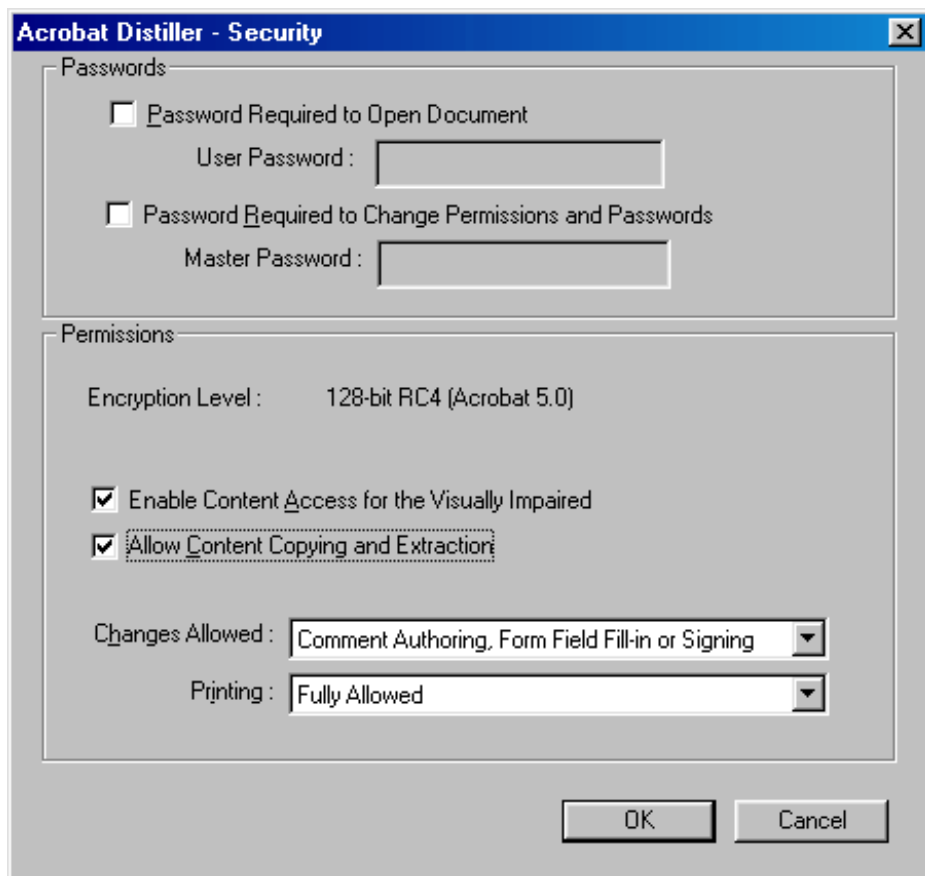
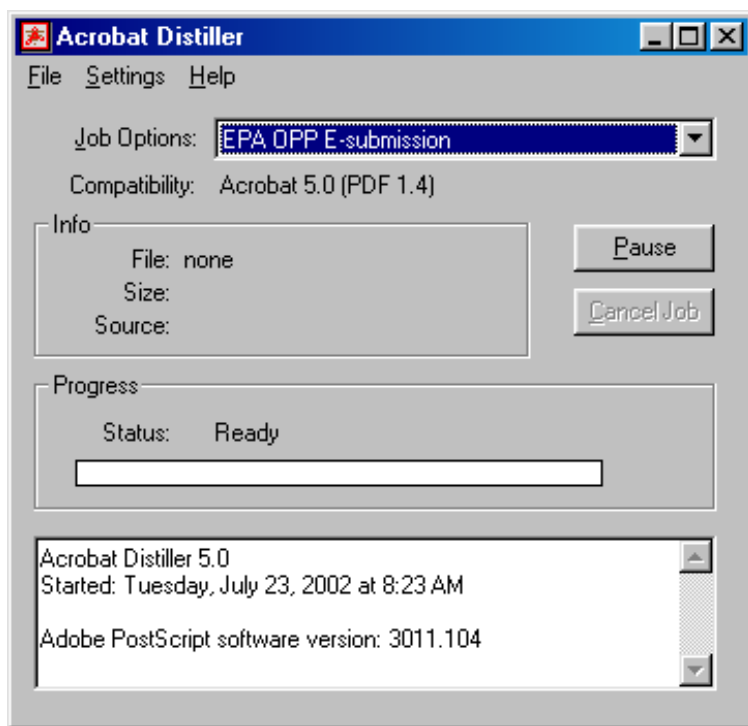
For additional assistance, please contact Bob Schultz, US EPA, OPP/IRSD/ISB 703-308-8186.

Setting up the Adobe® Acrobat® Distiller® 5.0 Job Options.

When using Adobe Acrobat Distiller to create PDF files of the study data or product labels, it is advised that the **EPA OPP E-Submission** Job Option file be used. This file, available on this site, sets the majority of the Distiller parameters to the preferences set by OPP.

Security:

In addition to the proper selection of the Job Options, either by use of the predefined file or setting the parameters manually, the Distiller Security settings must be set appropriately.



Neither of the password options should be selected.

Both “**Enable Content Access for the Visually Impaired**” and “**Allow Content Copying and extraction**” options should be enabled.

Changes Allowed: should be set to “**Comment Authoring, Form Field Fill-in or Signing.**”

Printing should be “**Fully Allowed**”.

General tab:

File option

Compatibility	Acrobat 5.0 (PDF 1.4)
(1) Optimize for fast web view	Enabled
(2) Embed thumbnails	Disabled
(3) Auto-rotate pages	Enabled, Individually
Page range	All
Binding	Left
Resolution	600 DPI

Default page size

Width	8.5
Height	11.0
Units	Inches

The screenshot shows the 'EPA OPP E-submission - Job Options' dialog box with the 'General' tab selected. The dialog has a title bar with a close button (X). Below the title bar are five tabs: 'General', 'Compression', 'Fonts', 'Color', and 'Advanced'. The 'General' tab is active and contains two main sections: 'File Options' and 'Default Page Size'. In the 'File Options' section, there is a 'Compatibility' dropdown menu set to 'Acrobat 5.0 (PDF 1.4)'. Below it are three checkboxes: 'Optimize for Fast Web View' (checked), 'Embed Thumbnails' (unchecked), and 'Auto-Rotate Pages' (checked). The 'Auto-Rotate Pages' checkbox is followed by a dropdown menu set to 'Individually'. Below these is the 'Page Range' section with a radio button for 'All' (selected) and two empty text boxes for 'From' and 'To'. Below that is a 'Binding' dropdown menu set to 'Left'. At the bottom of this section is a 'Resolution' field set to '600' with 'dpi' to its right. The 'Default Page Size' section has 'Width' set to '8.5' and 'Height' set to '11.0'. To the right of these fields is a 'Units' dropdown menu set to 'Inches'. On the far right of the dialog are three buttons: 'OK', 'Save As...', and 'Cancel'.

EPA OPP E-submission - Job Options

General | Compression | Fonts | Color | Advanced

File Options

Compatibility: Acrobat 5.0 (PDF 1.4)

☒ Optimize for Fast Web View

☐ Embed Thumbnails

☒ Auto-Rotate Pages: Individually

Page Range: ☒ All ☐ From: To:

Binding: Left

Resolution: 600 dpi

Default Page Size

Width: 8.5 Units: Inches

Height: 11.0

OK
Save As...
Cancel

Compression tab:

Color Images

Downsampling	Disabled
Compression	Zip
(1) Quality	8-bit

Grayscale Images

Downsampling	Disabled
Compression	Zip
(1) Quality	8-bit

Monochrome Images

Downsampling	Disabled
Compression	CCITT Group 4
Anti-Alias to gray	Disabled

Compress Text and Line Art Enabled

The screenshot shows the 'EPA OPP E-submission - Job Options' dialog box with the 'Compression' tab selected. The dialog has five tabs: General, Compression, Fonts, Color, and Advanced. The 'Compression' tab contains three sections: 'Color Images', 'Grayscale Images', and 'Monochrome Images'. Each section has a 'Bicubic Downsampling to' checkbox with a dropdown menu and a 'dpi' value. The 'Color Images' section has a 'Compression' checkbox checked, with a dropdown menu set to 'ZIP' and a 'Quality' dropdown set to '8-bit'. The 'Grayscale Images' section has a 'Compression' checkbox checked, with a dropdown menu set to 'ZIP' and a 'Quality' dropdown set to '8-bit'. The 'Monochrome Images' section has a 'Compression' checkbox checked, with a dropdown menu set to 'CCITT Group 4', and an 'Anti-Alias to gray' checkbox unchecked with a dropdown set to '4 bit'. At the bottom of the dialog, there is a 'Compress Text and Line Art' checkbox checked. On the right side of the dialog, there are three buttons: 'OK', 'Save As...', and 'Cancel'.

EPA OPP E-submission - Job Options

General | **Compression** | Fonts | Color | Advanced

Color Images

☐ Bicubic Downsampling to [300] dpi
for images above: [450] dpi

☒ Compression: [ZIP] [v]
Quality: [8-bit] [v]

Grayscale Images

☐ Bicubic Downsampling to [300] dpi
for images above: [450] dpi

☒ Compression: [ZIP] [v]
Quality: [8-bit] [v]

Monochrome Images

☐ Bicubic Downsampling to [1200] dpi
for images above: [1800] dpi

☒ Compression: [CCITT Group 4] [v]

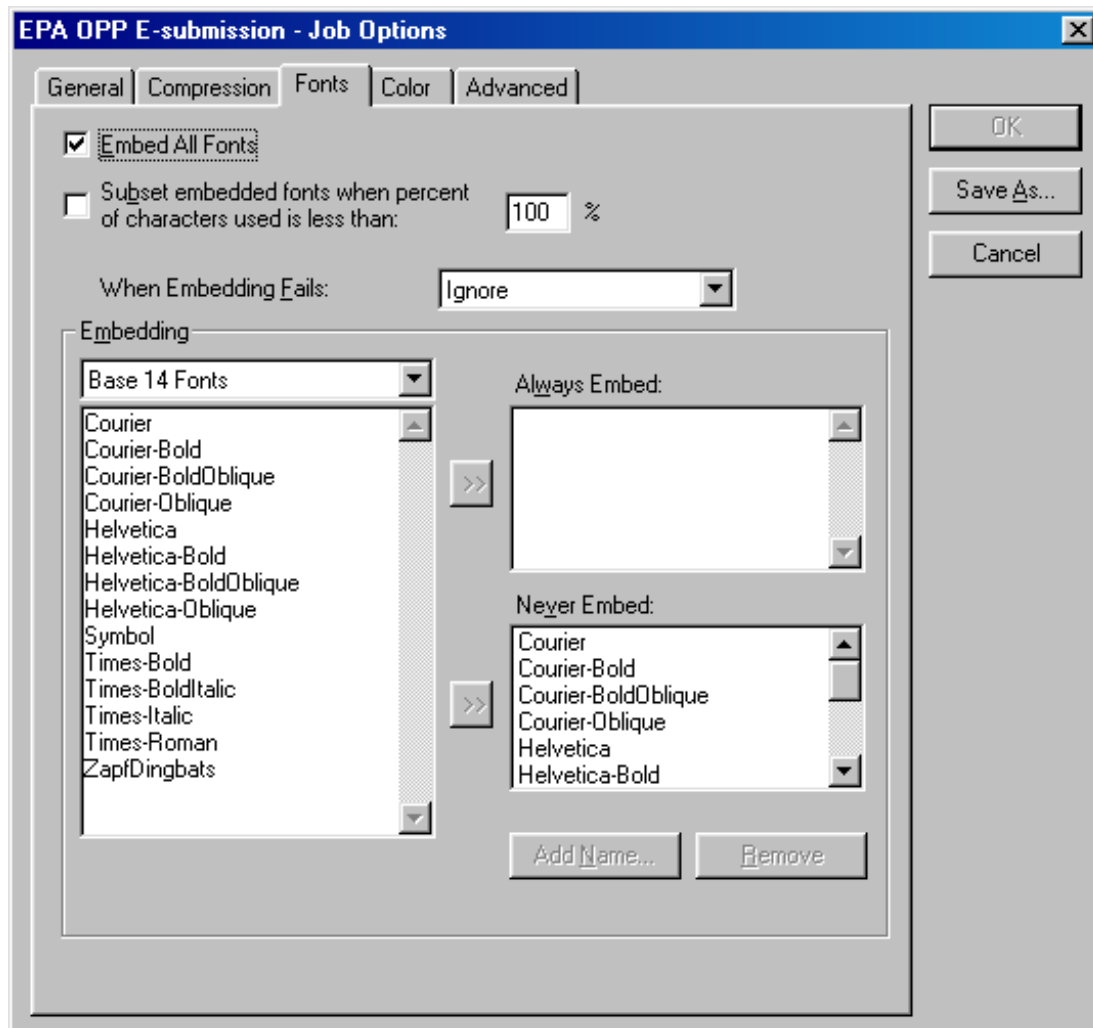
☐ Anti-Alias to gray: [4 bit] [v]

☒ Compress Text and Line Art

OK
Save As...
Cancel

Fonts tab:

Embed All Fonts	Enabled
Subset embedded fonts when percent of	Disabled
When embedding fails	Ignore
Embedding	
(1) Always embed	Leave blank
(2) Never embed	All "Base 14 Fonts"



Color tab:

Adobe Color Settings

Settings File	None
Color Management Policies	Tag everything for color
(1) Intent	Default
Working policies	
(1) Gray	None
(2) RGB	sRGB IEC61966-2.1
(3) CMYK	U.S. Web Coated (SWOP) v2

Device-Dependent Data

Preserve Overprint Settings	Disabled
Preserve Under Color removal / Black Generation Settings.	Disabled
Transfer Functions	Preserve

The screenshot shows the 'EPA OPP E-submission - Job Options' dialog box with the 'Color' tab selected. The dialog has five tabs: General, Compression, Fonts, Color, and Advanced. The 'Color' tab contains the following settings:

- Adobe Color Settings:**
 - Settings File: None
- Color Management Policies:**
 - Tag Everything for Color Management
 - Intent: Default
- Working Spaces:**
 - Gray: None
 - RGB: sRGB IEC61966-2.1
 - CMYK: U.S. Web Coated (SWOP) v2
- Device-Dependent Data:**
 - ☐ Preserve Overprint Settings
 - ☐ Preserve Under Color Removal and Black Generation Settings
 - Transfer Functions: Preserve
 - ☐ Preserve Halftone Information

On the right side of the dialog, there are three buttons: OK, Save As..., and Cancel.

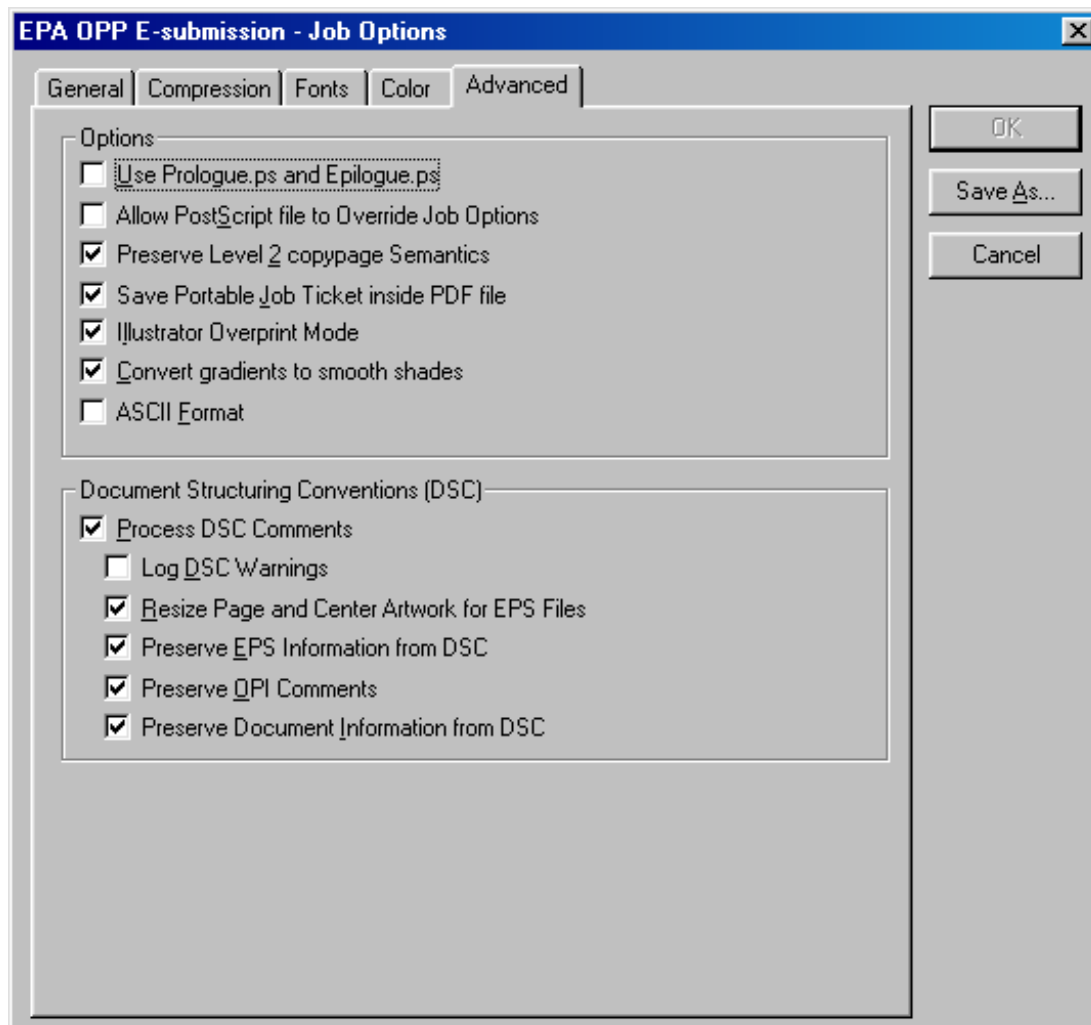
Advanced tab:

Options

Use Prologue.ps and Epilogue.ps	Disabled
Allow PostScript file to Override Job Option	Disabled
Preserve Level 2 copypage Semantics	Enabled
Save Portable Job Ticket inside PDF file	Enabled
Illustrator Overprint Mode	Enabled
Convert gradient to smooth shades	Enabled
ASCII Format	Disabled

Document Structuring Conventions

Process DSC Comments	Enabled
(1) Log DSC Warnings	Disabled
(2) Resize Page and Center Artwork for EPS Files	Enabled
(3) Preserve EPS Information from DSC	Enabled
(4) Preserve OPI Comments	Enabled
(5) Preserve Document Information from DSC	Enabled



Instructions for generation of PDF files from Microsoft® Word using Acrobat® PDFMaker 5.0.

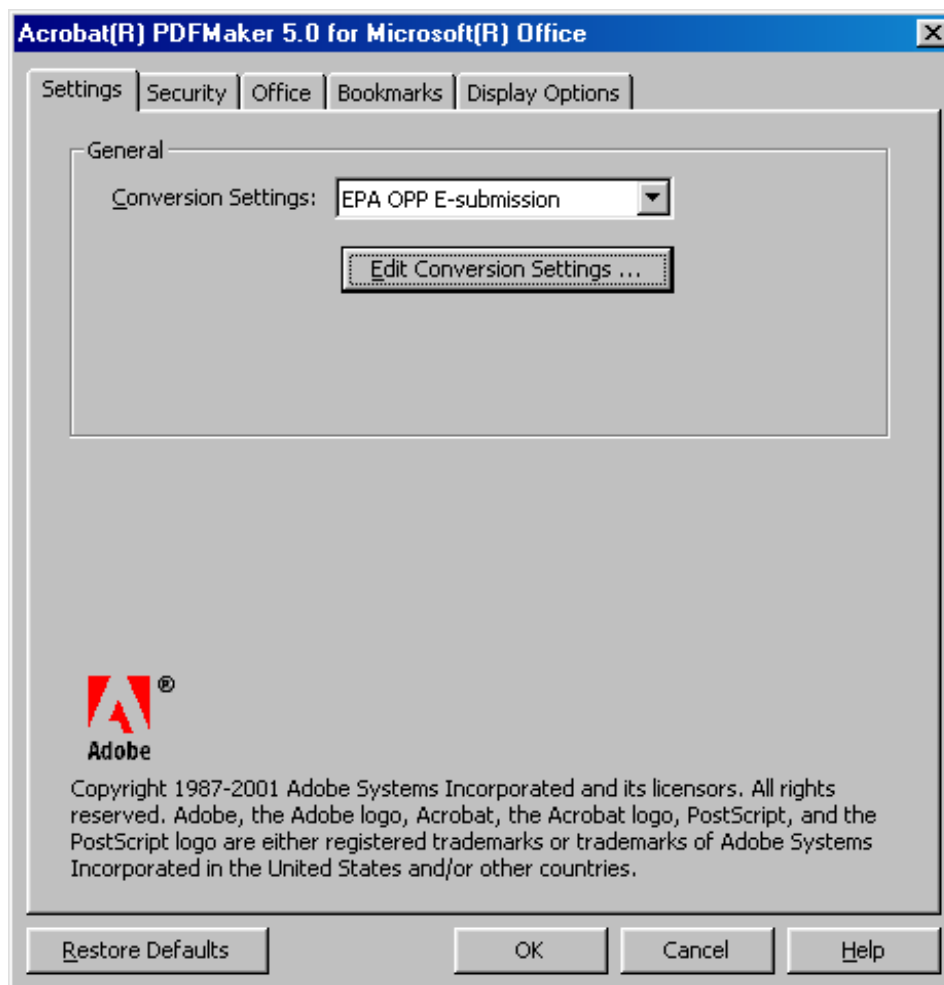
In general, the use of PDFMaker 5.0 with Microsoft Word 97, 2000, or 2002 (XP) will provide the most complete creation of a PDF file using Acrobat Distiller. Unlike printing direct to Distiller, the use of the PDFMaker menu option allows for the creation of tagged PDF files, preservation of bookmarks and links, and conversion of metadata from the original Word document.

From the Acrobat pull-down on the MS Word menu bar, choose “Change Conversion Settings”.

Settings tab:

Choose the EPA OPP E-Submission Job Option file or the EPA OPP E-Label Job Option file available on this site.

No editing of the conversion settings are required if using the supplied job file. If the EPA file is not used, please consult the associated guidance for setting the appropriate conversion settings.



Security tab:

Neither of the password options should be selected.

Both “**Enable Content Access for the Visually Impaired**” and “**Allow Content Copying and extraction**” options should be enabled.

Changes Allowed: should be set to “**Comment Authoring, Form Field Fill-in or Signing.**”

Printing should be “**Fully Allowed**”.

The screenshot shows the 'Acrobat Distiller - Security' dialog box. It has a blue title bar with a close button. The dialog is divided into two main sections: 'Passwords' and 'Permissions'. In the 'Passwords' section, there are two checkboxes, both of which are unchecked. The first checkbox is 'Password Required to Open Document', with a 'User Password' text box below it. The second checkbox is 'Password Required to Change Permissions and Passwords', with a 'Master Password' text box below it. In the 'Permissions' section, the 'Encryption Level' is set to '128-bit RC4 (Acrobat 5.0)'. There are two checked checkboxes: 'Enable Content Access for the Visually Impaired' and 'Allow Content Copying and Extraction'. Below these, there are two dropdown menus. The first is labeled 'Changes Allowed:' and is set to 'Comment Authoring, Form Field Fill-in or Signing'. The second is labeled 'Printing:' and is set to 'Fully Allowed'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Acrobat Distiller - Security

Passwords

☐ Password Required to Open Document

User Password :

☐ Password Required to Change Permissions and Passwords

Master Password :

Permissions

Encryption Level : 128-bit RC4 (Acrobat 5.0)

☒ Enable Content Access for the Visually Impaired

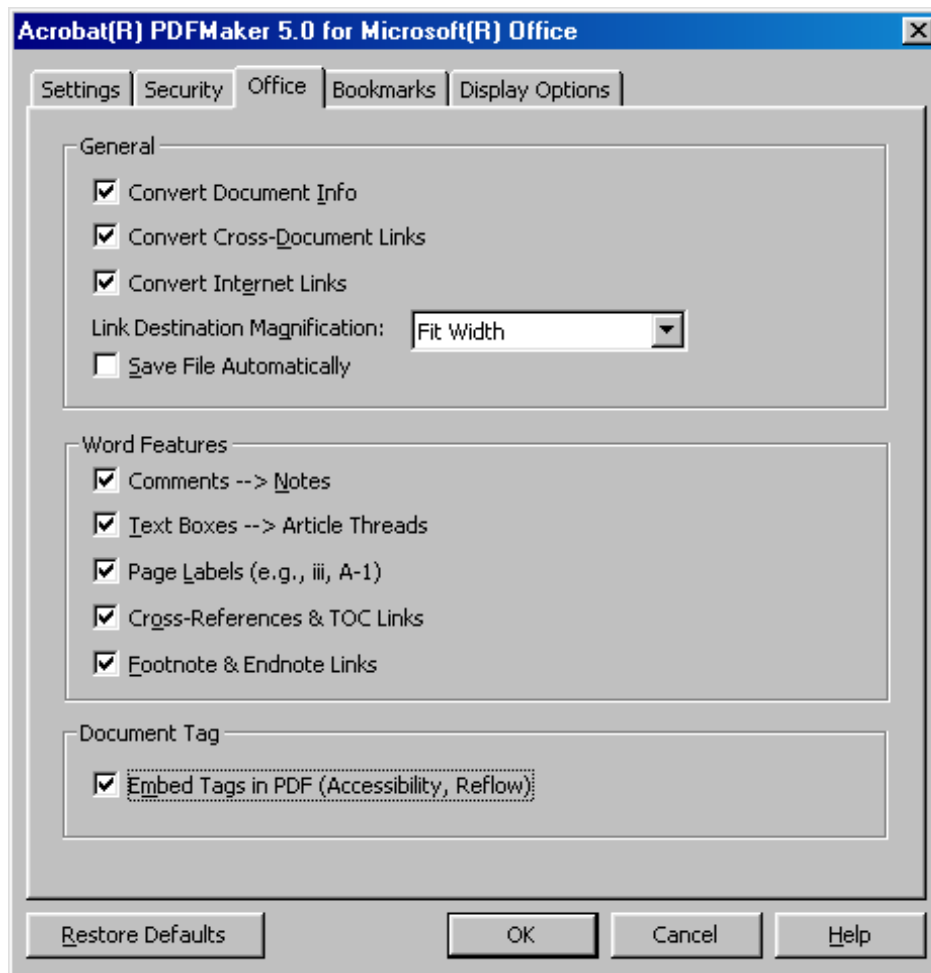
☒ Allow Content Copying and Extraction

Changes Allowed :

Printing :

OK Cancel

Office Tab:



Convert Document Info, Convert Cross-Document Links, and Convert Internet Links should all be enabled (checked).

Set Link Destination Magnification to "Inherit Zoom".

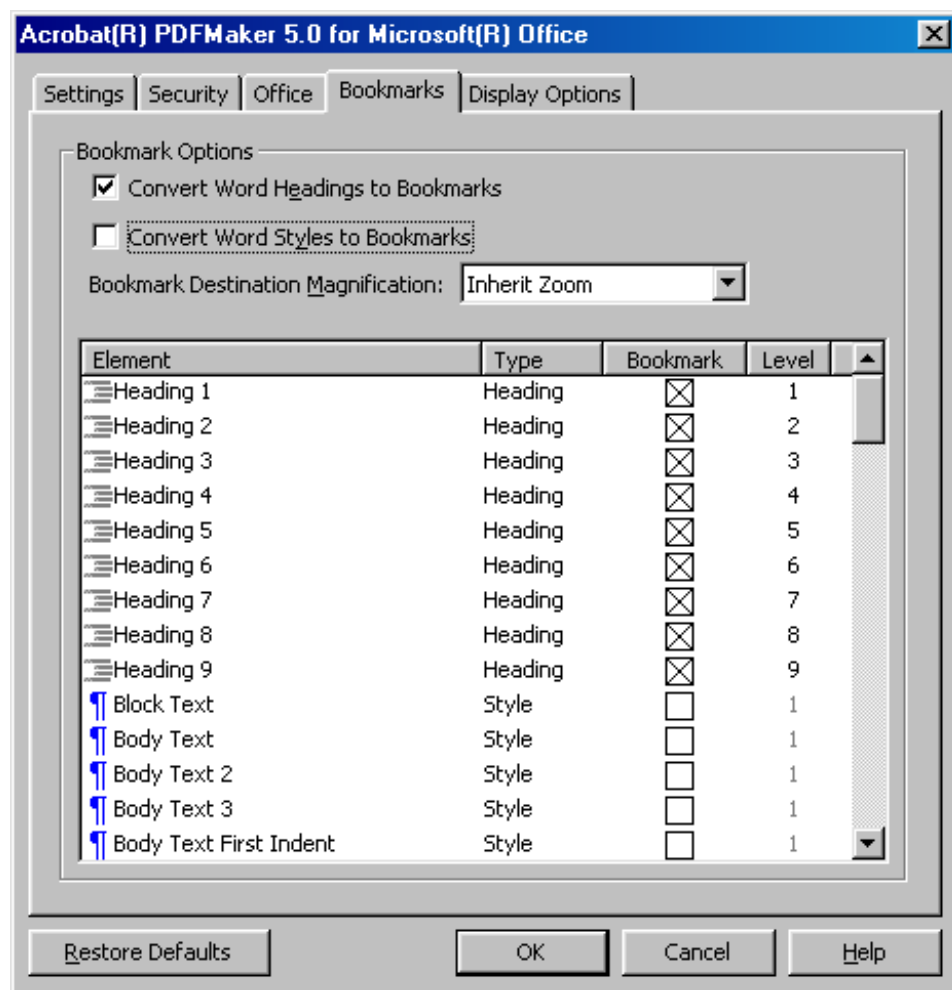
The Save File Automatically setting has no bearing on the actual PDF file created and may or may not be selected.

Comments→Notes, Text Boxes→Article Threads, Page labels, Cross-References & ToC Links, and Footnote & Endnote Links should all be enabled (checked).

Embed Tags in PDF should be enabled (checked).

Bookmarks tab:

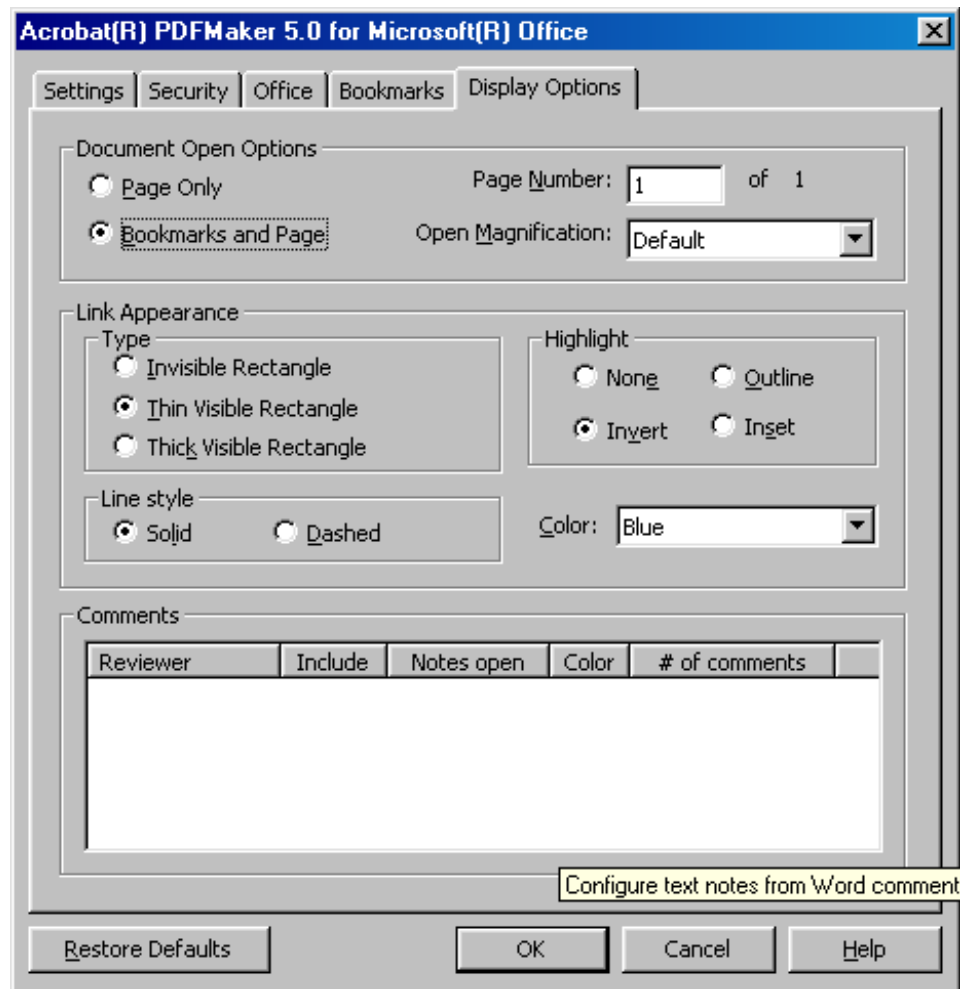
The requirements for bookmarks and links in the resulting PDF file are outlined in the individual guidance for each specific study type (e.g. Chronic Toxicity, Nature of Residue in Livestock). These bookmarks and links can be built either with Adobe Acrobat after the PDF file is created or by using bookmarks and links contained in the original MS Word document. If the former method is used, it is not necessary to select either option located on the Bookmarks tab. If the latter method is used, then the appropriate check boxes must be selected/deselected to allow for the conversion of the desired Word features (headings, styles) into the corresponding Acrobat PDF bookmarks and links. As the particulars will vary for each specific study based on the original authoring entity, detailed instructions are beyond the scope of this guidance.



Display Options tab:

Set the Document Open Options to “Bookmarks and Page”,
“Page Number” as “1”, and
Open Magnification to “Default”.

Set Link Appearance Type to “Thin Visible Rectangle”,
Highlight to “Invert”,
Line Style as “Solid”, and
Color to “Blue”.



Instructions for generation of PDF files from Corel® WordPerfect® 2000.

There are a few different manners in which PDF files can be generated from WordPerfect documents.

- ✗ The first is by use of the “Publish to PDF” command off of the File menu. This option allows little control over the settings and produces a file using an older version of PDF (ver 1.2 for Acrobat 3.x). The Publish to PDF option is not suitable for use for documents intended for electronic data or label submission.
- ✗ If Adobe Acrobat is installed on the PC, then the WordPerfect file may be “printed” to one of two “printers” to create a PDF file. By selecting “Acrobat PDFWriter” as the printer, some control is available over the output settings however, the resulting file still only uses version 1.2 PDF (Acrobat 3.x). Likewise, this method is not suitable for electronic data or label submission.
- ✓ The third method of creating PDF files from WordPerfect is to print to the Acrobat Distiller. This allows for full control over the resulting PDF file and for conformity with the OPP requirements. Once the Distiller job options and security parameters are set based on the Distiller instruction earlier in this document, little is required to produce an acceptable PDF file.

The PDF file’s document summary data (title, subject, author, key words) may be set using adobe Acrobat. The file may be tagged using the Acrobat Make-accessible plug-in (available as a down load from the Adobe web site).

Instructions for generation of PDF files from Corel® WordPerfect® 2002.

The functionality of the *Publish to PDF* option in Corel WordPerfect 10 (2002) has been expanded over that of previous versions and now allows for additional control over the resulting PDF file however, the resulting PDF file is still limited to Acrobat 4.0 compatibility. This method remains not suitable for electronic data or label submission.

- ✓ As is the case with WordPerfect 2000 (version 9) it is advisable to print to the Acrobat Distiller. This allows for full control over the resulting PDF file and for conformity with the OPP requirements. Once the Distiller job options and security parameters are set based on the Distiller instruction earlier in this document, little is required to produce an acceptable PDF file.